

## **Background/Program Description**

### ***What is the President's Emergency Plan for AIDS Relief?***

On January 31, 2003, President George W. Bush announced a historic commitment to turning the tide of the HIV/AIDS pandemic. As part of his President's Emergency Plan for AIDS Relief (PEPFAR) initiative, President Bush pledged \$15 billion to mitigate the effects of HIV/AIDS worldwide and to target 15 of the most affected countries, including Zambia. Over the next five years, its key goals are to achieve the following:

- *Treat 2 million HIV infected people;*
- *Prevent 7 million new HIV infections; and,*
- *Care for 10 million people infected and affected by HIV/AIDS, including orphans and vulnerable children (OVCs).*

### ***What is PEPFAR Small Grants Fund?***

The President's Emergency Plan for AIDS Relief (PEPFAR) Small Grants Fund is designed to assist communities with projects that promote HIV/AIDS prevention and care for those infected with or affected by HIV/AIDS.

### ***What are the objectives of PEPFAR Small Grants Fund?***

#### Definition of OVC

Orphans are defined as children under 18 years of age who have lost either a mother or father. Vulnerable children are those that reside in households affected by HIV/AIDS (e.g. a household in which a parent or principal caretaker is HIV infected).

#### Activity Description

The goal of OVC activities is to provide support aimed at improving the lives of children and families directly affected by AIDS-related morbidity and/or mortality. The emphasis is on strengthening communities to meet the needs of orphans and vulnerable children affected by HIV/AIDS, supporting community-based responses, helping children and adolescents meet their own needs, creating a supporting social environment. Components of an OVC program may include: access to education; economic support, target food and nutrition support; legal aid, medical, psychological, or emotional care; and or other social and material support. Institutional responses may also be included.

The PEPFAR Small Grants Fund prioritizes the following:

- Promotion of community involvement in innovative and sustainable programs to provide care and support for orphans and vulnerable children (OVC).
- Provision of food, access to education, social services and other community resources for OVC.
- Capacity building within local communities to develop sustainable structures to care for OVCs.
- Increased community awareness about OVC services and referral to prevention, care, and treatment services.

***What is PEPFAR Small Grants Fund's goal?***

- To reach as many persons as quickly as possible with HIV/AIDS prevention and care services.

Thus strong community involvement and commitment NOW is a prerequisite for consideration. Prospective applicants must demonstrate prior experience in HIV/AIDS prevention and/or care.

More details on project design and implementation is discussed in the [Project Criteria](#) section.

## **Guidelines/Application Instructions**

### ***Who is eligible?***

Local organizations, community-based organizations, local faith based organizations, or community groups are eligible to apply for funding. Prospective applicants must demonstrate prior experience in OVC care, have a broad understanding of community resources, and provide evidence of having previously managed donor funds in similar amounts and activities for which they are requesting, and/or demonstrate capacity for accountability and program implementation.

### ***What type of funding is available?***

Each successful grant will be awarded up to \$10,000. The majority of project activities should be completed by the end of the PEPFAR fiscal year (**31 March 2007**) regardless of when funding is received. Projects must be completed and sustainability perspective clearly demonstrated by September 30, 2007. Projects must be in line with the above stated goal and objectives. **Only in rare cases will budgets exceeding \$10,000 be considered.**

The proposed program must:

- Outline strategy for clear accountability through out the program period and beyond the sustainability phase.
- Have definable and measurable objectives that contribute to OVC care and support.
- Describe how the program will build and track referrals of OVC into HIV prevention, care, and treatment programs.
- Submit a detailed budget and budget justification.

### ***What are the accountability and reporting requirements?***

Proposals must also include an estimate of the number of OVC who will be reached, as well as a description of the services to be provided to the OVC reached. Proposals are required to detail how they will achieve the following objectives:

- Increase the level of community involvement in the proposed program
- Ensure OVCs have access to education, food, social services and other community resources.
- Build capacity within local communities to develop sustainable structures to care for OVC
- Improve quality of life of OVC and their households

Projects are required to estimate targets for the indicators below.

<b>Indicator type</b>	<b>Indicator</b>
Number of individuals served	Number of OVC served by an OVC program, disaggregated by sex
Number of individuals trained	Number of providers/ caretakers trained in caring for OVC

## **Project Criteria**

1. Activities funded by PEPFAR Small Grants Fund, by definition, should involve a **contribution** of materials, management, and labor by the local community. The U.S. contribution is to serve primarily as a catalyst.
2. Projects must be within the means and skills of the community to operate, and should be completed successfully by September 30, 2007. Applicants must clearly demonstrate that the applicant organization will continue to support the community in the related area, even after the completion of the project(s).
3. Grants will be given to groups or communities who have a **proven record of accomplishment** of project objectives. The groups must have evidence of successful projects that have been carried out in the past two years. Serious consideration will be given to groups who submit applications with realistic, specific, and well thought out budgets and thoroughly planned proposals. *Applicants must provide evidence that the organization requesting funds is legally registered in Zambia.*
4. Projects should address an immediate need, be community-led, and which **demonstrate and impact** on OVC services in the community.
5. Activities are to benefit **a large number of people**. Projects that benefit small numbers of recipients will not be funded.
6. The PEPFAR Small Grants Fund **cannot** provide money for regular salaries, religious instruction, construction, research, or general operating expenses (including rent, utilities, etc).

### *Examples of PEPFAR Small Grants Fund efforts include:*

- Providing training for providers/caretakers in caring for OVCs;
- Implementing income generating projects that will provide financial/economic support to “child-headed” homes including provision of home-based care kits, nutrition and medications;
- Establishing or expanding a community income-generating activity to continue supporting the project beyond PEPFAR funds;
- Working with local health clinics in screening and referring potential HIV+ infants and children for clinical care;
- Providing blankets, clothes, uniforms, shoes, books and food supplements to OVCs;
- Providing life-skills training and sensitizing the community on caring for OVCs;
- Supporting community sports/youth clubs that will promote HIV/AIDS messages
- Providing access to education and psychosocial support to OVCs through scholarships and counseling;

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- Supporting programs that work with governments to protect the most vulnerable children and provide essential social services;
- Integrating initiatives that respond to the nutritional, housing security, social and educational needs of OVC, especially in community settings.

### **Proposal Evaluation**

A U.S. Government interagency committee will review and evaluate the proposal using the following criteria (this list is not inclusive):

- Is the proposal realistic with its breadth and goals?
- How sustainable are the activities?
- Does the project draw from community resources?
- Is the project innovative and sustainable?
- Are the estimated targets of persons reached viable?
- Is there an existing system to track the project's accomplishments in reaching its proposed targets?
- Does the proposal create or enhance HIV/AIDS care or prevention services where there is a true need?
- Does the proposal duplicate existing services in the community?
- How will OVCs benefit?
- What kind of relationship exists between the leadership and the grass-roots community? Who will be asked to do the work in this project?
- How well will this group work together to finish the project?
- What sorts of evidence can the project leaders show to indicate that the group in question will completely finish the project in the agreed time?
- Is there an existing or proposed system to track all PEPFAR Small Grants Fund project materials, support, supplies, and activities?
- Has this proposal received other USG funding recently (in the past 5 years)?
- Is this proposal [or activity] currently being funded, and by whom?
- Does the organization have the necessary program and financial management capacity (appropriate staff with right level of experience) to manage this award?
- Is the organization able to provide references for grants received from other donors in Zambia?

The reviewing committee will consider most favorably projects which provide:

1. OVC care and support
2. Youth behavior change and livelihood development
3. Household food security and livelihood development
4. Gender equity
5. Stigma reduction
6. Strategy for sustainability

### **General Requirements**

1. Copies of the applicant organization's Certificate of Registration

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2. Bank/Financial Statement
3. Reference/recommendation letters from other donors or stakeholders
4. Map showing the physical location of the project
5. Detailed budget with budget justification

## **Application Process**

### ***President's Emergency Plan for AIDS Relief Small Grants Fund***

#### **APPLICATION FOR 2007 FUNDS**

##### **Instructions**

The President's Emergency Plan Small Grants Fund promotes innovative community-based OVC care and support activities. These activities are intended to fill a need in each community, reaching large numbers of community members.

If your organization has a project that you believe meets the above criteria, please complete this form and send it to the address below. Please remember that the Emergency Plan supports projects that are able to rapidly implement programs that benefit as many persons as possible.

Please review the PEPFAR Small Grants Fund guidelines carefully before filling out this form. Please do not exceed 25 pages (including references).

1. Please use block print and/or type the application.
2. Write or type the name of the applicant and contact information on each page.
3. Answer all questions completely.
4. Use a separate sheet of paper if necessary.
5. Applications should be sent to:

Ruth Zimba  
PEPFAR Office  
American Embassy  
United Nations Avenue  
P.O. Box 31617                      OR  
Lusaka, Zambia  
[zimbar@state.gov](mailto:zimbar@state.gov)  
+260 1 250 955 x2315

Jeane Harris  
Small Grants Office  
American Embassy  
United Nations Avenue  
P.O. Box 31617  
Lusaka, Zambia  
[HarrisJP2@state.gov](mailto:HarrisJP2@state.gov)  
+260 1 250 955 x2391

Website: <http://zambia.usembassy.gov>

The closing date for submission of proposals and application forms is **12:30hours, Monday, September 4, 2006**. Proposals/applications sent by registered post, or received after the due date will not be considered.

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***Note:** The United States Government reserves the right to reject any or all proposals, to negotiate with any applicant(s) considered qualified or to make award with further applicant negotiation.*

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**Please type or use block print for the application. Please answer the following questions about your organization in the space below.**

<b>Organization Name</b>	
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<b>1. Applicant Information</b>	
Full Name	
Mailing Address	
Telephone	
Email	
Fax	
Other	

<b>2. Proposed Project Coordinator Information</b>	
Full name	
Current Title	
Address	
Telephone number of the full-time resident, on-site project coordinator.	

<b>3. Project Background</b>	
Project Name	
Organization Affiliation (if any)	
Brief description of the project's mission	
Location (e.g., province, district, subdistrict, village name, and distance from the nearest large town)	

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**3. Project Background (continued)**

What year was your organization founded?	
How many people are members of your organization?	
What kind of activities has the organization sponsored in the past?	
How has money been raised for the past activities?	
What is the organization's yearly budget?	
Has the organization received assistance from the Government of Zambia or any foreign donor agencies? <i>If yes, please indicate which donors have assisted.</i>	
Is the organization formally connected to a religious organization (e.g., church, clergy, etc)?	

**4. Proposed Activity Description**

Please provide a description of the project proposed for the PEPFAR Small Grants Fund. In the text, please describe why the project is necessary and what benefits it will bring to the community. Also indicate who/how many will directly benefit from project.



#### 4. Proposed Activity Description (continued)

## 5. Project Implementation Timetable

Please provide a project implementation timetable and explain how the project will be sustainable in the future in terms of human resource capabilities, future financing of the project, etc.

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**6. Proposed Budget and Budget Justification**

Please provide a detailed budget either in U.S. Dollars or Zambian Kwacha (\$1USD = 2,500ZMK) not exceeding **\$10,000**. Be sure to include the following:

(a) List all materials and expenses that will be needed to complete the project or attach pro-forma invoices. The list must be specific. Some examples include: the number of books you are purchasing for training, the number of days you will conduct training, etc.

(b) Designate which materials or expenses would be provided by the organization and which ones the U.S. Embassy will provide.

(c) PEPFAR Small Grants funds cannot provide money for regular salaries, religious instruction, construction, research, or general operating expenses (including rent, utilities, etc). :

**EXAMPLE:**

Activity	Items Required	Justification (why this item is necessary for the activity)	Unit Cost (cost per item)	Number of items required	Total Cost	
					Organization Contribution	Embassy Contribution (Requested funds)
Example 1: Training 20 OVC caretakers	None	Reproduction of 1 training manual (50pp)	5,000ZMK	20		100,000ZMK
Example 2: Training 20 OVC caretakers	Rental of one room in local community center	Need training space to conduct training for a 3-day training	100,000ZMK for one day	3		300,000ZMK
Example 3: Training 20 OVC caretakers	Pens	Need a writing tool for participants to take notes	2,000ZMK	20	40,000ZMK	
TOTAL ORGANIZATION CONTRIBUTION					40,000ZMK	
TOTAL REQUEST						400,000ZMK

NOTE: All grants are paid in increments directly to the grantee. Grant amounts are in the Zambian Kwacha equivalent of the US dollar amount. The organizations given PEPFAR Small Grants Funds are responsible for locating reliable suppliers and obtaining pro-forma invoices.

\*\*You may wish to provide a recent bank statement for the applying organization to give a picture of the group's current financial status.

## **7. Financial Return**

If the project will provide a financial return, describe the following:

- what financial return is expected;
- who/what activity will receive the money;
- how the account books will be checked by the organization; and
- purpose of the funds.

## **8. Project Beneficiaries**

Please estimate the number of direct beneficiaries. When calculating direct beneficiaries please make sure that you only count each person/service outlet once.

Projects are required to estimate targets for the **two** indicators mentioned in the [Guidelines](#) section.

## **9. Location of Proposed Activity**

Please attach a map to this application. The map should have the project site located in the nearest appropriate trading center. If you are submitting the application via e-mail and cannot attach a map, please send the map to us by post.

Please give the mileage and detailed directions from the nearest tarmac road to the appropriate trading center and then on to the project site. A stranger to the area should be able to find the project site easily by asking at the trading center after leaving the main tarmac road. Please start the map from the nearest large town such as Lusaka, Ndola, etc.

Signature of individual requesting President's Emergency Plan for AIDS Relief Small Grants Fund:

Printed name of individual requesting President's Emergency Plan for AIDS Relief Small Grants Fund:

Name and Title of requester

Date of request

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